



## Arkansas Department of Health and Human Services Division of Youth Services

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**Policy No.** 100.5    **Pages:** 2    **Manual:** Community Based Services

**SUBJECT:** Development of Subgrant Awards – Announcement & Application    **EFFECTIVE DATE:** July 26, 2005

**CHAPTER:** 100 - OJJDP    **ATTACHMENTS:** \_\_\_\_\_

**REFERENCE:** \_\_\_\_\_    **AUTHORIZED BY:** \_\_\_\_\_

### **I. POLICY:**

The Division of Youth Services (DYS) will award and manage all grants in accordance with federal and state law and the Arkansas Department of Health and Human Services and DYS policy and procedures.

### **II. APPLICATION:**

Office of Juvenile Justice and Delinquency Prevention (OJJDP) grants.

### **III. DEFINITIONS:**

### **IV. PROCEDURES:**

#### **A. Grant Announcement and Application**

1. Juvenile Justice and Delinquency Prevention (JJDP) unit manager initiates paperwork to develop a Request for Application (RFA) as authorized by the Arkansas Coalition for Juvenile Justice (ACJJ) and forward the final drafts to the DYS Assistant Director, Community Services.
2. DYS Assistant Director, Community Services reviews and approves RFA and forwards to Office of Chief Counsel (OCC) for approval.
3. Approved RFA is forwarded to the Arkansas Department of Health and Human Services, ACJJ and DYS websites for posting.
4. JJDP unit manager shall provide training or insure that training is provided on the grant application process and the grant requirements for all applicants who submitted a letter of intent to respond to the RFA.

#### **B. Application Review**

1. JJDP unit manager coordinates technical review of all applications received by the closing date as referenced in RFA.
2. At least two weeks before the ACJJ ad hoc committee meets to hear oral presentations,

the JJDP unit manager ensures that the applications which passed technical review are

3. distributed to the ad hoc committee members or all ACJJ Board members as requested by the ACJJ Board Chair.
4. JJDP unit manager coordinates the scheduling of time and date for applicants to make oral presentations during the ACJJ ad hoc committee meeting designated for scoring of applicants.

#### C. Grant Award Approval

1. Not more than two business days after the ACJJ Board approves the recommendations for subgrant recipient awards, the JJDP unit manager and staff shall prepare a letter for the ACJJ Board Chair's signature. The letter will indicate the selected applicants for subgrant awards and note applicants not recommended to receive a subgrant award.
2. Within five business days of receipt of the letter from the ACJJ Chair, the DYS director approves or denies recommendations and forwards response to the ACJJ Chair with copies to the JJDP unit manager and the Assistant Director for Community Services. (See Policy # 100.6 for subgrant award authorization).